

**SECRET**

Chief, Management Staff

Chief, O&amp;M Staff (DD/P Area)

August 1956

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25X1A9

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Area Weekly Report for Period 23 August 1956 Through 29 August 19561. Accomplishments

## a. T/O's Processed:

	<u>Examiner</u>	<u>Control Number</u>	<u>Org. Element</u>	<u>No. Positions</u>
25X1A9A		(1) MS-962	SE	2
		(2) MS-971	FE	1
25X1A9A		(3) MS-934	TSS	43
		(4) MS-965	NIA	1
		(5) MS-966	NIA	2
25X1A9A		(6) MS-952	OC	1
		(7) MS-955	FE	2
		(8) MS-945	FE	2
		(9) MS-967	FE	-

2. Current Assignments

	<u>Examiner</u>	
25X1A9A		(1) MS-888, OC, Supplemental Programs Division T/O,
		(2) MS 6-32, Follow-up on National Agency Name Check Project
		(3) MS 6-44, Administrative Burden at Small Stations
25X1A9A		(4) MS 6-42, CS Information Reports Distribution Analysis and Procedures

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25X1A9A	<input type="checkbox"/>	(5) MS-931, PPC Revised Hqs T/O, <input type="checkbox"/> Positions	25X9A2
		(6) ES-1854, Cover Improvements for Staff Employees and Staff Agents Terminal Processing.	
		(7) MS 6-50, ES-2298, Pouch Registering Procedure	
25X1A9A	<input type="checkbox"/>	(8) MS-923 (Ref. MS-942), DD/I/FE, Establishment of Position <input type="checkbox"/> Base - Returned to Mr. <input type="checkbox"/> ; held for future action	25X1A6A 25X1A9A
		(9) Analysis of Organization and Functions	
		(10) MS-969, Establishment of Position in <input type="checkbox"/>	25X1A6A
25X1A9A	<input type="checkbox"/>	(11) MS 5-38, T/O System Analysis, Manpower Control	
25X1A9A	<input type="checkbox"/>	(12) MS-953, OC, Reorganization of Engineering Division, <input type="checkbox"/> Positions	25X9A2
		(13) MS-963, WH, Reclassification of Position, <input type="checkbox"/>	25X1A6A
		(14) MS-970, WH, Transfer and Position Changes, 4 Positions	
		(15) MS 6-30, DD/P Forms Program	
		(16) MS 6-34, DD/P Reports Management Program	
		(17) MS 6-46, DD/P Business Machines Facilities	
		(18) MS 6-52, Reexamination of FE/ <input type="checkbox"/> Administrative Officer Duties	25X1

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